

Department of Health & Welfare Bureau of Facility Standards Residential Care and Assisted Living Checklist	Version Date: 5/06 Page 1 of 2 Checklist #19	
Functional Area: Staffing	Yes = In Compliance No = Further Action	
Objective: Ensure facilities have sufficient staff working in the facility to meet the needs of the residents.		
Specific Criteria	Yes	No
Policy and Procedure: IDAPA 16.03.22.162 1. Does the facility have policies and procedures to address staffing patterns based on the numbers of residents, resident needs, and the layout of the facility? {IDAPA 16.03.22.162}		
Requirements: IDAPA 16.03.22.600 1. If the facility has 15 beds or less: a. Is there at least 1 or more qualified and trained staff immediately available in the facility during resident sleeping hours? b. Is there up and awake staff at night, if any resident has been assessed as having night needs or is incapable of calling for help? {IDAPA 16.03.22.600.01}		
2. If the facility has 16 beds or more: a. Is there qualified and trained staff up and awake and immediately available in the facility during resident sleeping hours? {IDAPA 16.03.22.600.02}		
3. If the facility has detached buildings or separate units: a. Is there at least 1 staff present and available in each building or unit when residents are in the building or unit? b. Does the facility comply with the requirements for on-duty staff according to the previous rules as above (Subsections 600.01 and 600.02)? {IDAPA 16.03.22.600.03}		
4. If the facility has a mental health bed contract with the Department do you have at least 1 staff up and awake at night? {IDAPA 16.03.22.600.04}		
5. Does the administrator provide supervision for all personnel to include contract personnel? {IDAPA 16.03.22.600.05}		
6. Do caregivers who have not completed the orientation training work under the supervision of a staff member who has completed the orientation training? {IDAPA 16.03.22.600.05}		
7. Does the administrator schedule sufficient personnel to: a. Provide care during all hours? b. Meet the requirements in each resident's Negotiated Service Agreement? c. Assure residents' health, safety, comfort, and supervision? d. Assure the interior and exterior of the facility is maintained in a safe and clean manner? e. Provide for at least 1 direct care staff with certification in first aid and CPR in the facility at all times? (continued on next page)		

Specific Criteria	Yes	No
f. Provide for facilities with multiple buildings with at least 1 direct care staff with certification in first aid and CPR in each building or unit at all times? {IDAPA 16.03.22.600.06}		
Record Keeping or Documentation: IDAPA 16.03.22.730		
1. Does the administrator assure the facility maintains a record for each staff member that includes the following: <ul style="list-style-type: none"> a. Name, address, phone number, and date of hire? b. Job description that includes purpose, responsibilities, duties, and authority? c. A statement to the staff that they were notified in writing that the facility does not carry professional liability insurance? d. A copy of a current license for all nursing staff, and verification from the Board of Nursing that the license is in good standing? Identification of any restrictions to the license? e. Signed evidence of training? f. Copies of the CPR, first aid, and assistance-with-medication certification? g. Criminal history clearance as required by Section 56-1004A, Idaho Code, and IDAPA 16.05.05, "Criminal History and Background Checks in Long Term Care Settings"? h. Documentation by the licensed professional nurse of delegation to unlicensed staff to assist residents with medications and other nursing tasks? i. A signed document listing the position title of any person authorized to act on behalf of the administrator in his absence? {IDAPA16.03.22.730.01} 		
2. Does the administrator assure the facility maintains work records in writing for the previous 3 years which list the following: <ul style="list-style-type: none"> a. Personnel on duty at any given time? b. The first and last names of each employee and their position? {IDAPA16.03.22.730.02} 		
3. Does the administrator assure the facility has copies of contracts with outside service providers and contract staff in you records? {IDAPA16.03.22.730.03}		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.